



DEFENSE THREAT REDUCTION AGENCY  
8725 JOHN J. KINGMAN ROAD, STOP 6201  
FORT BELVOIR, VA 22060-6201

Martin Pfeiffer  
DEPT MR 73045  
411A Highland Ave  
Somerville, MA 02144-2516

JUN 28 2019

Re: FOIA Case No.: 19-061

Dear Mr. Pfeiffer:

This is our final response to your Freedom of Information Act (FOIA) request perfected on May 13, 2019 and assigned FOIA case number 19-061 by the Defense Threat Reduction Agency (DTRA). You requested the standard operating procedures and guidelines for the DTRA FOIA officers when handling and responding to FOIA requests, as well as a copy of the DTRA FOIA appeal procedures.

Enclosed is a copy of the records deemed responsive to your request, totaling 12 pages. The information is released to you in full. No fees are due as the assessable costs total \$25.00 or less.

Should you have additional questions or concerns regarding this response, please contact me by phone at (703)767-1792 or by email at [dtrafoiaprivacy@mail.mil](mailto:dtrafoiaprivacy@mail.mil).

Sincerely,

A handwritten signature in blue ink, appearing to read "Pamela Andrews", is positioned above the printed name.

Pamela Andrews  
Senior Analyst, FOIA Public Liaison  
Freedom of Information/Privacy Act Office

Enclosure:  
As stated